



STATE OF UTAH

Office of the Legislative Auditor General

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KADE R. MINCHEY, CIA, CFE
AUDITOR GENERAL

STATE OF UTAH

Invites applications for the position of:

Administrative Assistant, Job #22041

Part-Time, Time-Limited for up to 1 Year, No Benefits

PHYSICAL ADDRESS:

Utah Legislature
Office of the Legislative Auditor General
W315 House Building, State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE:

Monday, November 18, 2019

CLOSING DATE:

Sunday, November 24, 2019, 11:59 pm

JOB DESCRIPTION:

The Office of the Legislative Auditor General is a nonpartisan office serving the Utah Legislature. Administrative Assistants perform a wide variety of administrative and clerical tasks. Specifically, the administrative assistant will be responsible for the office timekeeping function and financial disbursements, general administrative tasks, and occasional receptionist duties as assigned. Duties may change or expand in the duration of this year-long assignment. The Administrative Assistant reports directly to the director and supports the director, the deputy directors and other office managers with daily administrative tasks.

This position is part-time and does not include benefits. The days and hours are flexible and will be negotiated with the chosen applicant. This position is also time-limited for up to 1 year.

Examples of Tasks:

- Performs accounts payable and employee reimbursement tasks
- Secondary duty of timekeeping and leave accounting system for all office personnel
- Provide administrative and clerical support to staff and management, including mailing, scanning, copying, answering telephones, responding to emails, compiling electronic documents, and maintaining and organizing written and electronic files
- Assist with format of documents, including letters, audit reports, memorandum, PowerPoint presentations, and Excel spreadsheets
- Proofread documents for proper format, accuracy, and style
- Assist staff with data entry and research
- Assist with special projects, as assigned, including assisting with research, records requests, office events, or internal office work groups
- Complete other administrative duties as assigned

Typical Qualifications

- General office assistant experience in a professional setting
- Organization skills required to prioritize workflow and meet established deadlines.
- Exceptional attention to detail, particularly related to proofreading documents
- Proficient with computers and software applications, especially the Microsoft Office Suite and Adobe Acrobat Pro
- Excellent oral and written communication
- Flexible and comfortable working in a fast-paced environment
- Sensitivity to confidential information
- High degree of professionalism in representing the office to legislators and the public
- Ability to learn and develop working knowledge of the legislative process
- Adaptable to fast-paced and sometimes unpredictable work demands
- Sound judgement and professionalism
- Must be non-partisan
- Excellent interpersonal skills
- Ability to work independently and on a team

Preferred Qualifications:

- The hours for this position are not to exceed 29 hours a week but may occasionally be required to work extended hours as needed.
- Experience and proficiency with state payroll, FINET or HRIS

Salary: \$14.00 - \$18.50 per hour, this position does not include medical, dental, leave or retirement benefits

Application Instructions:

Please submit a cover letter, resume, and 3 references to: hr@le.utah.gov

Application must be received no later than November 24, 2019 at 11:59 pm.

Incomplete applications will not be considered.

ADDITIONAL JOB OPPORTUNITIES:

Applicants who apply for this position may be considered for similar future vacancies in any of the offices of the Utah Legislature for the next six months.

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Debbie Cragun at 801-326-1600.

Veteran's Preference (Utah Code Ann. 71-10-1, et. Seq.) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.